

# Los Alamos

NATIONAL LABORATORY

## Exchange Badge Request

**NOTE:** To participate in the Exchange Badge Program, an organization must submit an [Exchange Badge Program Query](#) (Form 1781) to the Badge Office. If any information changes, an update should be submitted.

|    |               |  |
|----|---------------|--|
| TO | Badge Office: | (505) 667-6901                                     |
|    | MS:           | B236   |
|    | Fax:          | (505) 667-1368                                     |
|    | Email:        | <a href="mailto:badge@lanl.gov">badge@lanl.gov</a> |
|    | Web:          | <a href="http://badge.lanl.gov">badge.lanl.gov</a> |

|      |            |       |
|------|------------|-------|
| FROM | Name:      | _____ |
|      | Date:      | _____ |
|      | Telephone: | _____ |
|      | Fax:       | _____ |
|      | Group:     | _____ |

### Requester Information

|  |            |                       |
|--|------------|-----------------------|
| Requesting organization:   |            | Date badge(s) needed: |
| Entity where exchange badge will be used (as specified on <a href="#">Form 1781</a> ).   |            |                       |
| Do the badges need to be encoded? <input type="radio"/> Yes <input type="radio"/> No If yes, by whom? <input type="checkbox"/> Badge Office <input type="checkbox"/> Requesting Organization |            |                       |
| Site Point of Contact:   | Print Name | Date                  |
|  | Signature  |                       |

### Type of Exchange Badge(s) Requested

#### Generic Badges (No picture)

|  |   |
|--|---|
| Clearance level for badges in your area<br><b>U</b> <input type="radio"/> <b>L</b> <input type="radio"/> <b>Q</b> <input type="radio"/><br>Uncleared L-Cleared Q-Cleared | Number of badges requested <input type="text"/> |
|--|---|

#### Picture Badges

|  |   |                 |
|--|---|-----------------|
| Clearance level for badges in your area<br><b>U</b> <input type="radio"/> <b>L</b> <input type="radio"/> <b>Q</b> <input type="radio"/><br>Uncleared L-Cleared Q-Cleared   | Special instructions:                     |                 |
| Provide the information requested below about each individual for whom an exchange <i>picture badge</i> is requested. When a Z number is available, it is preferable to a social security number. The employer name, as given, will appear on the exchange badge. If there are additional names, attach a second copy of the form. |   |                 |
| <b>Name</b>  | <b>Z Number or Social Security Number</b> | <b>Employer</b> |
|  |   |                 |
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|  |   |                 |

#### Special Instructions for Preparing Badges